

Information Technology Advisory Board Charter

(Approved by ITAB – 04/25/01)

1.0 Authorization

The Information Technology Advisory Board (ITAB) was established in 1995 in conjunction with the establishment of a State Chief Information Officer (State CIO) when the Commission on Management and Productivity (COMAP)¹ accepted and approved the recommendations of the Automation Task Force.

2.0 Name

The official name of this organization is the Missouri Information Technology Advisory Board. The organization is most often referred to as “ITAB”.

3.0 Purpose

COMAP called for the formal empanelling of a board composed of Information Technology (IT) managers from each of the state agencies to set technical standards, select and sponsor new technology research and development activities, and to conduct operational and tactical planning. The board was to provide cohesive planning and communications among appropriate publics throughout the state government and to provide an arena for discussions of relevant IT issues. The board was given the responsibility of providing an open and objective forum for the investigation of any relevant technical issues.

3.1 Objectives

The ITAB advises the State CIO and other state officials on IT issues applicable to the state of Missouri. ITAB enables the establishment of a state IT architecture and the sharing of best practices. ITAB fosters an environment for partnerships that promotes cooperation and IT performance excellence. Specific objectives called for the ITAB to:

- 3.1.1 Provide guiding principles and architecture for the acquisition, implementation, and application of IT.
- 3.1.2 Facilitate compatible and integrated IT services and systems.
- 3.1.3 Promote the accessibility of IT systems that enable data sharing and less reliance on paper systems.
- 3.1.4 Facilitate effective planning, coordination, and leadership in the IT area to meet current needs for IT systems and the easy transition to new technologies when required.

¹ The Commission on Management and Productivity (COMAP) was convened by Governor Carnahan in February 1994 to conduct a major review of state government, evaluate its strengths and weaknesses, and prescribe reform. COMAP was a collaborative effort between the executive branch, legislative branch, and the private sector. Six task forces covering fiscal policy, workforce, efficient operations, management improvement and customer service, automation, and strategic planning were used to make recommendations.

3.2 Relation to State Chief Information Officer

The State CIO is an Ex Officio member of the ITAB and coordinates all ITAB activities in conjunction with the ITAB officers and membership. The State CIO provides staff support to the ITAB as possible and practical.

4.0 Membership

4.1 Members

The representatives of any of the three branches of state government or statewide elected officials that provide oversight and management of an operational IT environment in the state of Missouri are eligible for ITAB membership. Memberships are official when the senior state official in a member organization provides the current ITAB chairperson the primary and alternate representatives of that organization in writing. Primary and alternate representatives must be submitted to the ITAB chairperson annually.

4.2 Ex Officio Members

Other state agencies that are stakeholders in Missouri IT are eligible for Ex Officio memberships. Ex Officio members are full members except that they do not vote or hold office. Ex Officio members are: The State CIO, IT Directors for Missouri colleges and universities, Manager of the IT section of the Office of Administration's Division of Purchasing, and an IT representative from the Missouri Research and Education Network. It is helpful and desirable for Ex Officio members to be designated in writing to the ITAB Chairperson, but this notification is not mandatory. Additional Ex Officio members must be sponsored by an ITAB member and be confirmed by a majority vote of the membership.

4.3 Staff Participation

Staff representatives from state agencies often attend ITAB meetings, participate in committees, or otherwise assist ITAB. Staff participation in ITAB functions is at the discretion of their parent agency. The ITAB officers, or the State CIO will request such participation with the agency IT directors.

5.0 Structure

5.1 Officers

Officers of the ITAB include the ITAB Chairperson and Vice Chairperson. Officers are individuals selected from the ITAB membership and serve one-year terms of office. The Chairperson is normally the previous year's Vice Chairperson.

5.2 Committees

Committees and liaisons are established to facilitate ITAB business. Committees and liaisons exist at the discretion of the chairperson and the ITAB membership. The structure and leadership of committees and liaisons is designated by the Chairperson annually and presented to the membership for confirmation during the April ITAB meeting. The Chairperson will maintain written documentation of the ITAB structure.

6.0 Duties and Responsibilities

6.1 Members

The members of ITAB are technically the various organizations or agencies of the state. The primary and alternate representatives of their respective organization or agency execute member responsibilities. These representatives may also be referred to as members. Members are expected to attend and participate in ITAB meetings. Members are expected to participate in the conduct of ITAB business as committee members, committee chairpersons, and liaisons. Members should be well informed on their respective agencies, general technology issues, and issues applicable to all levels of government. Members are the link between ITAB and their respective agencies. As such, members are responsible for providing input to the ITAB from their agency and the implementation of statewide IT architecture, policy, and standards within their respective agency.

6.2 Chairperson

The Chairperson is responsible for leadership and coordination of all ITAB activities. The Chairperson is responsible for maintaining close cooperation and working relations with all members and with the State CIO. The Chairperson solicits and maintains current ITAB membership. The Chairperson maintains the current ITAB structure, which includes the appointment of committees, committee chairpersons, and liaisons with the concurrence of the membership. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings, and documentation of meetings. The Chairperson normally provides for a special assistant to the ITAB from their parent organization's resources to help with administrative duties. In the event the Chairperson's parent organization is unable to provide a special assistant, the State CIO will provide this support. The Chairperson, Vice Chairperson, and Archivist in conjunction with the State CIO will review all meetings and ITAB activities for architecture, policy, and standards, which will be transferred to the State CIO for documentation.

6.3 Vice Chairperson

The Vice Chairperson is responsible for assisting the Chairperson and assuming the duties of the Chairperson temporarily when the Chairperson is unavailable for any reason. The Vice Chairperson will normally assume the duties of Chairperson following their year as Vice Chairperson.

6.4 Archivist

The Archivist is a staff representative from the State CIO's office appointed by the State CIO to work with ITAB in documenting architecture, policy and standards.

6.5 Committee Chairpersons

The ITAB Chairperson in consultation with the State CIO appoints Committee Chairpersons. They are responsible for the leadership of a specified committee. They are responsible for ensuring their respective committee understands the committee's charter and function. They are responsible for conducting meetings and any activities necessary for the successful completion of their charter and function. Committee Chairpersons are normally ITAB members.

6.6 Liaison

The ITAB Chairperson appoints Liaisons to various groups that are stakeholders in Missouri IT for the purpose of coordination. Liaisons are responsible for the communication to and from the ITAB concerning the stakeholder organization to which they are linked. Liaisons are not required to conduct meetings or even attend all meetings with the stakeholder organization; however, Liaisons are required to stay informed of the activities, needs, and desires, of the stakeholder organization to which they are assigned.

7.0 Policy and Standards

The ITAB advises the State CIO on IT architecture, policy, and standards. The State CIO is the single point of contact for architecture, policy, and standards. Architecture, policy, and standards adopted must be kept in writing. The Chairperson and Vice Chairperson, in conjunction with the archivist, are responsible for maintaining and documenting architecture, policy, and standards for the state. This documentation is kept in the office of the State CIO.

8.0 Voting and Elections

8.1 Voting

Each member agency is allowed one vote per agency. The member agencies' primary or alternate representative must cast any required votes. Votes are normally cast during meetings where a quorum of the members is present. A quorum is defined as a simple majority of all the member agencies. Votes can be taken via telephone or e-mail provided the Chairperson has informed the entire membership of the circumstances of the issue requiring a vote twenty-four hours prior to the actual vote. Ex Officio Members do not vote.

8.2 Election of Officers

A nominating committee composed of the current Chairperson, current Vice Chairperson, the State CIO, and two at-large ITAB members nominates the officers. The nominating committee convenes during October of each year and presents nominations for a vote in the November ITAB meeting. The nominating committee will submit the name of the current Vice Chairperson as their nominee for Chairperson unless circumstances do not permit. In the event a Vice Chairperson is unable to serve as Chairperson the following year, the nominating committee will make appropriate nominations for Chairperson in addition to their nominations for Vice Chairperson. The election of officers requires a majority vote of the members. Officers must be current primary or alternate representatives of a member agency.

9.0 Meetings

ITAB meetings are normally held on a monthly basis at the discretion of the ITAB Chairperson in consultation with the State CIO and the membership. The ITAB Chairperson is responsible for all aspects of the meetings. ITAB meetings are open meetings, but are not intended for vendor presentations or marketing of IT products or services.

10.0 Term of Charter and Amendments

10.1 Term

This charter shall exist as written or as amended by section 10.2 until such time as the Missouri Information Technology Advisory Board is dissolved.

10.2 Amendments

This charter shall be amended when a motion to amend is agreed to by two thirds of the voting members during a meeting of a quorum of the members. A member must submit an amendment to the Chairperson in writing in order for the amendment to be considered. Amendments are presented to the membership at the first meeting after the Chairperson is in receipt of an amendment. Amendments are voted on at the meeting following the presentation.